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ROBERT L. ASHWORTH Colonel, GS Chief, Administrative Division Approved For Release 2001/09/03: CL	A-REP 81808	554R061	A00370	011-4-		2

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REMARKS

INSTRUCTIONS

1ST INDORSEMENT

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- Prepare sufficient number of copies to furnish one copy to each addressee of the original document and one copy for retention. Entries on form may be printed in ink.
- 2. Care will be taken to furnish complete identification of the document(s) being downgraded to prevent error by the recipient. However, the regrading form letter will be classified only when it is not possible to identify the document without disclosing classified information.
- 3. The following symbols will be used (for purposes of this form only) to indicate the classification of the document(s) or portions thereof:

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- 4. When the document(s) will be regraded upon the occurrence of an event, the classification will be followed by an asterisk (*) and the event described on the bottom or back of the form.
- 5. When the form is used as a request for review, and the classication of the subject or title standing alone is unknown to the holder of the document, the symbol "?" will be placed in the column headed "Classification of Subject." When the form is used as a notification, the current classification of the subject or title will be indicated on this column using the symbols shown in paragraph 3 above.
- 6. When a document has been reviewed and downgrading data cannot be determined, the result of the review will be indicated by entering the symbol NOT DET in the column headed "Regraded To". The agency conducting the review may answer the request on the same form, using the symbols provided for an indorsement.
- 7. Proper command line may be added as appropriate.
- 8. Multiple addressing of letters is encouraged and space has been provided in the "TO" block.

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